

## **SYLLABUS FOR PROFESSIONAL DEVELOPMENT (PSM455)**

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**Term:** Group # 33 (Hobart, IN)  
**Course Number:** PSM 455  
**Instructor:** Steven Kovacik, M.S.  
**Cell Phone:** (219) 730-5903  
**E-mail:** [skovacik@yahoo.com](mailto:skovacik@yahoo.com)

### **Instructor Background:**

- M.S. (Law Enforcement Management) from Calumet College, B.S. (Electrical Engineering Technology) from Purdue University, A.S. (Engineering Technology) from Purdue University, Graduate of the Northwestern University School of Staff & Command,
- Retired from the Munster Police Department in 2012 after serving in various assignments to include detective and patrol supervisor.
- Worked from 2012 to 2014 as a program manager with Northrop Grumman assigned to the City of Chicago Office of Emergency Management and Communications (911 Center).

### **Course Time:**

6 pm – 9 pm on the dates specified in the course outline.

### **Course Description:**

The course will expose students to two subjects that management personnel often have to contend with but often lack the necessary knowledge and skills to perform adequately; News media relations and counseling employees.

Classes will consist of handouts, lecture, and interactive discussions that will set the foundation for a videotaped integrated role playing exercise. Students will have the opportunity to improve their competencies during a practice and feedback session in week #3. The final two weeks of the class will be the role playing exercises in which each student will be expected to demonstrate several competencies that would indicate a successful resolution in each scenario.

### **Prerequisites:**

Prerequisites for the course have been established by the Academic Advisor.

### **Learning Outcomes/ Competencies:**

At the conclusion of the course students will;

1. Demonstrate public speaking competencies in a press conference scenario setting;  
and
2. Demonstrate employee counseling competencies in a counseling session setting.

### **Textbooks:**

None required, handouts will be distributed in class.

### **Learning Strategies:**

Lecture, discussions, group practice and evaluation.

### **Assessment:**

Class participation and attendance: 40% of total grade  
Assessment scenarios: 60% of total grade

**Grading Scale:**

Grade	Points	Grade	Points
A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 and below

**Class Policy on Attendance:**

Attendance at each class is imperative due to the hands-on nature of the class. It is not possible to schedule make-up sessions for the practice scenarios or the evaluation role playing scenarios. Students who miss class in week #3 will not be able to make up the points assigned to that class session, but may continue on in the class for the evaluation without the opportunity to earn the 30 points possible in week 3. Students who miss their scheduled role-playing session will receive a grade of "Incomplete" and will have to repeat the class at a later date.

**Class Participation:**

Class participation is critical to the overall learning process and will affect the student's final grade. Students should be prepared to discuss the materials covered in class.

**Class Policy on Electronic Devices:**

While it is understood that many participants in the class have public safety responsibilities, these responsibilities rarely require frequent interruptions. All cell phones and pagers must be set to vibrate. Students should wait till a break in order to use cell phones; however, in emergency situations students may leave the classroom in order to use a cell phone.

Class Dates:	Topics/Assignments:
October 14 <sup>th</sup> , 2015	Discussion on Assessment Center Exercises
October 21 <sup>st</sup> , 2015	Lecture on "Counseling the Problem Employee"
October 28 <sup>th</sup> , 2015	No Class
November 4 <sup>th</sup> , 2015	Lecture on News Media Relations
November 11 <sup>th</sup> , 2015	Role playing evaluation sessions.
November 18 <sup>th</sup> , 2015	Test & Evaluations

**Center for Academic Excellence:**

Tutoring assistance is free to all students of Calumet College of St. Joseph. Call the Center for Academic Excellence (CAE), to make an appointment at 473-4287. The Center has experienced and well-trained tutors in most subject areas to help students who are struggling in a course or who are doing well and would like to do better. Regular weekly tutoring sessions are likely to improve your grade.

**Withdrawal from Classes Policy:**

After the last day for class changes has passed (see College calendar), students may withdraw from a course in which they are registered with permission from the faculty member conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. The Registrar must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests may be mailed to the Registrar or faxed to the College fax number 219-473-4259. Students are to make note of the refund schedule when withdrawing from courses. The request is forwarded to the faculty member, who makes the final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if denied, the notification will indicate why the withdrawal is disallowed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Dropping a course without written permission automatically incurs an "F" grade for the course (see Refund Schedule).